

The City of Moore
Moore, Oklahoma



RFP #2023-009
Professional Services

City of Moore Public Transportation
Feasibility Study

City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 142
Moore, Oklahoma 73160



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

Title: Public Transportation Survey and Feasibility Study

RFP Number: 2023-009

Due Date: 3 : 0 0 p.m., Tuesday, January 3, 2023

**Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160**

Submit written questions to: kgilbert@cityofmoore.com

Questions may be submitted through 5:00 p.m., December 16, 2022.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

CITY OF MOORE
NOTICE
RFP #2023-009

NOTICE IS HEREBY GIVEN that the City of Moore will receive proposals in the office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for **“CITY OF MOORE PUBLIC TRANSPORTATION FEASIBILITY STUDY”**. Proposals will not be accepted after **3:00 p.m., CST, Tuesday, January 3, 2023.**

The City of Moore, Oklahoma, is seeking proposals from qualified public transportation planning consultants to complete a survey to determine the need for public transportation and a feasibility study to determine the viability of a public transportation system in Moore. The study will evaluate needs, consider alternatives, and recommend implementation strategies.

All questions regarding the RFP must be submitted in writing to kgilbert@cityofmoore.com no later than 5:00 PM (CST) December 16, 2022. The questions will be answered by City Staff and posted on the City’s website no later than 5:00 pm (CST) December 21, 2022.

Proposals will be made in accordance with the RFP notice which is on file and available for examination in office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160.

Interested firms should submit five (5) written copies and one (1) electronic file of the proposal by **3:00 p.m., CST, Tuesday, January 3, 2023**, to the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 203, Moore, Oklahoma 73160. Proposals must be identified as follows:

“RFP #2023-009”
“CITY OF MOORE PUBLIC TRANSPORTATION SURVEY AND FEASIBILITY STUDY”

Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City of Moore reserves the right to reject any and all proposals, in part or in whole and to award a contract to the most responsive and responsible firms(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s). The City of Moore is an equal opportunity employer.

Copies of RFP documents may be obtained from the Purchasing Agent located at 301 N. Broadway, Moore, Oklahoma, 73160, phone number (405) 793-5022, 8:00 am to 5:00 pm, local time, Monday through Friday or online at <https://www.cityofmoore.com/government/city-bids-1>.

Barbara Furgiani, Purchasing Agent
405-793-5022

I. Overview

A. INVITATION

The City is seeking proposals from qualified public transportation planning consultants to complete a public transportation feasibility study to determine the need and the viability of a public transportation system in Moore. The study will evaluate needs, consider alternatives, and recommend implementation strategies.

B. PROPOSAL DEADLINE

Proposers shall submit one (1) electronic copy and five (5) separate hard copies. The proposal must be clearly marked as **RFP #2023-009 City of Moore Public Transportation Feasibility Study** and delivered to:

City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

No later than **3:00 PM on Tuesday, January 3, 2023**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

II. Community Background

Moore, Oklahoma is a thriving community with a population of approximately 60,000 located in the heart of the Central Oklahoma. Being part of the Oklahoma City MSA, Moore has traditionally served as a 'bedroom community' to Oklahoma City. However, over the past 20 years, Moore has experienced significant employment, retail, and services growth which has allowed the City to become a well-rounded community with ample opportunities to work, live, and play. In order to preserve Moore's quality of life while continuing to attract new residents, businesses and investments to the community, the City must plan for its future.

Moore's transportation network is indicative of an auto-centric suburban community. Most transportation-related investments have been to accommodate automotive transportation. Modest improvements have been made to the City's multi-modal network, focusing mainly on sidewalk construction. SW 19th Street is considered Moore's most congested corridor, and has gone through several improvement projects to help relieve the congestion.

The City of Moore currently has four public transportation options for its residents.

1. A program with EMBARK and the Areawide Aging Agency Partnership provides transportation by scheduled appointments for those who are 60 years of age or older.
2. The City of Moore runs a program through its senior center that provides transportation by appointment for those who are age 55 and older.
3. The SoonerRide program provides non-emergency transportation for both SoonerCare and SoonerCare Choice program recipients. Rides must be schedule three days in advance.
4. The Share-a-Fare program provides a 40% discount on taxi fares for seniors and persons with disabilities.

Moore does not have a fully accessible form of public transportation.

III. Scope of Services

The City is seeking proposals from qualified public transportation planning consultants to complete a public transportation feasibility study to determine the need and the viability of a public transportation system in Moore. The study will evaluate needs, consider alternatives, and recommend implementation strategies.

The feasibility study will determine the viability of public transportation in the City of Moore. The results will determine how to proceed with public transit in the future as the study will show public need and benefit, probable users, analysis of alternatives, and a recommendation on the best alternative that fulfills the public transit need for Moore. It is important that the study identifies the transit features, characteristics, and options that meet the following goals and objectives, financing alternatives and building on existing facilities and partnerships, and mitigating any possible adverse impacts from the recommended strategies.

The primary objectives are:

1. Convene a stakeholder group
2. Conducting a statistically valid resident survey to be used for identifying baseline conditions and analysis
3. Determine unmet transportation needs and options for new services, including consideration of specific groups and geographic areas
4. Develop strategies to meet needs, including service, cost, and alternatives
5. Evaluate alternatives to provide recommendations and an action plan

The Feasibility Study shall include:

- A. Purpose and Need Statement: The purpose and need statement will form the basis for developing goals, objectives, and the evaluation criteria used for the study.
- B. Public Participation: The City is requesting to involve stakeholders. Currently, there is no fully accessible public transportation in the City of Moore and many of the residents have not been involved in the discussion of transit service but may benefit from the enhanced regional connections via transit. The engagement of residents is a critical element of the feasibility study. Public participation should include stakeholder interviews, public open houses, and a statistically valid resident survey.

- C. Development of Alternatives: The consultant will develop a broad range of potential alternatives that address the purpose and need, provide details on the methods used to review and rank the alternatives, and conduct initial and final alternatives recommendations on a transit system for Moore.
- D. Develop Transit Criteria: The consultant will evaluate alternatives based on criteria that will determine whether an alternative is reasonable to pursue. The analysis should involve impacts on the transportation system, mobility, and travel patterns, and consider barriers to implementation of the alternatives.
- E. Evaluate Costs, Benefits, and Impacts: The consultant will evaluate all reasonable alternatives to provide for a public transit system. The evaluation of the costs, benefits, and impacts should focus on the pros and cons between alternatives. As a part of the study, the consultant will be required to identify possible impacts that the transit program may have on minority and low-income populations. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities which receive federal funding assistance.
- F. Develop Ridership Forecasts: The consultant will develop ridership forecasts based on the results of the community surveys and available data regarding land use, economic development, and population and employment growth.
- G. Develop Organization and Operational Plans: The consultant shall develop organizational and operation plans for the alternatives that include standards of service, facility and stop locations, days and hours of operations, type and number of vehicles, travel times, fare structure, peak load capacity, and vehicle/passenger miles and hours traveled.
- H. Develop a Comprehensive Transit System: The consultant will review the existing transit services provided in surrounding cities and determine the level of additional transit services required to serve the population of Moore. Identification of transit enhancements can be developed in phases. The proposed transit system must determine the feasibility of the program.
- I. Develop Operating Financial Plan: The consultant will develop an operating financial plan which include factors that impact financial projections. The financial plan shall include both capital and operations and maintenance costs.

IV. Submittal Requirements

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit five (5) paper copies and one (1) electronic copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific

project.

2. **Project Understanding** – A written narrative explaining the proposing firm’s understanding of the transportation issues and challenges facing the City of Moore, and how the firms stated approach will address these issues and challenges.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the RFP including a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project.
4. **Team Organization and Key Participants.**
 - Describe how the project team will be organized.
 - Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
 - Indicate how the project will be managed.
5. **Project Experience and References** - List no more than five (5) specific projects previously undertaken similar in scope, including color photos of the final product. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Exhibits to be Included in Submittal:

- W-9
- Unique Entity Identifier (UEI) Number
- Insurance Certificate with City of Moore listed as Certificate Holder
- **Exhibit C** Non-Collusion Affidavit
- **Exhibit D** Certification Regarding Lobbying
- **Exhibit E** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- **Exhibit F** MOB/WOB/Section 3 Business (if Applicable)
- **Exhibit G** Form 4400
- **Exhibit H** Conflict of Interest Certification
- **Exhibit I** HUB Certification (if Applicable)

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

V. Evaluation and Selection

A. INITIAL SCREENING

Submissions will be initially screened by a multi-disciplinary staff evaluation committee to reach consensus on the most qualified consultant who may be invited to make formal presentations to the staff evaluation committee.

B. EVALUATION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 35% Project Approach:** Proposal includes the understanding of the objectives and required elements of the feasibility study. The proposal outlines inclusive citizen participations.
- 30% Project Team:** Proposal demonstrates that the consultant team demonstrates skills and experience in crafting inclusive and innovative public participation processes. The consultant team also demonstrates the ability to develop innovative plans that includes alternatives and identified issues or benefits of the alternatives.
- 20% Past Project Experience:** Proposal includes specific projects that the consultant team has completed that are similar in scope and nature. The proposal details the methodologies utilized for each project and if the implemented project was deemed successful.
- 15% Project Schedule:** Proposal details the schedule of tasks, phases, timeframes, and milestones.

C. SELECTION AND AWARD PROCESS

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected will be required to participate in an interview. The selection committee will rank the prospective proposers after the interview, submit their independently recorded scores on the evaluation sheet, forward those to the Purchasing Department for tabulation, and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank, as the City deems necessary.

It is the City's expectation that this RFP and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

VI. Miscellaneous

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission; issue clarifications and other directives concerning this RFP; to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services; and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

VII. Estimated Timetable for Proposals

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **November 30, 2022:** Advertise RFP
- **December 7, 2022:** Advertise RFP
- **December 16, 2022:** Questions due to the City
- **December 21, 2022:** Responses to submitted questions posted online
- **January 3, 2023:** RFP responses due to the City
- **January 4-6, 2023:** Selection Committee evaluate and shortlist candidates
- **January 16, 2023:** Potential Consultant Interviews (30 minutes each)
- **January 19, 2023:** Notify first ranked team
- **January 20-25, 2023:** Negotiate contract
- **February 6, 2023:** City Council meeting
- **February 7, 2023:** Contract execution / notice to proceed

Exhibit C

NON-COLLUSION AFFIDAVIT OF VENDOR

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF _____) SS.
STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of _____
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. _____, has not pled guilty to or been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____ has been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

(Officer or Agent)

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

My Commission Expires

(Notary Public)

Exhibit D: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

Exhibit E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

Exhibit F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, _____ certify that _____ is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, _____ certify that _____ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

Signature	
Printed Name	
Position	
Date	

Exhibit H: Conflict of Interest Certification

In accordance with 24 CFR 85.36(b)(3) the Bidder certifies that no member, officer, or employee of the City or its designees or agents, no member of the governing body of the City of Moore in which the program is situated, and no other public official of the City who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, has any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under the Agreement. The Bidder shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to the purposes of Section 24 CFR part 85.36 (3).

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Bidder Name	
Signature	
Printed Name	
Position	
Date	

Exhibit J:

Instructions: If the Respondent is a certified Historically Underutilized Business (HUB) than the Respondent completes Form J.1. If the Respondent intends to utilize a HUB business in the performance of the proposed contract, the respondent completes Form J.2

J.1: CERTIFICATION AS A HISTORICALLY UNDERUTILIZED BUSINESS

I, _____ certify that _____ is a Historically Underutilized Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

J.2: STATEMENT OF INTENT OF HUB UTILIZATION

I, _____ certify that _____ will utilize Historically Underutilized Business' (HUB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the HUB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	HUB Amount	Name of HUB

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

Signature	
Printed Name	
Position	
Date	